

**AUDIO VIDEO SPECIALIST**

**DEFINITION**

Operates a variety of video production, video playback and webcasting equipment for KHRT, the City of Hayward's Public Education Government (PEG) television channel. Records and edits original productions created by KHRT for City Departments and Community Organizations as needed. Conducts live broadcasts of public meetings, playback of previously recorded video programs, and performs other work as required. Responsible for all City Audio Visual Systems. Schedule is event driven and consists of both weekday, evening, and on occasion weekend hours for coverage of live meetings and events, or as situations may arise.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision and training from the Data and Systems Coordinator. Provides training and supervision for student interns and volunteers.

**ESSENTIAL DUTIES:** Duties may include, but are not limited to the following:

1. Operates video cameras (both Council Chambers and in the field), and other video and audio equipment for live and playback broadcasts.
2. Integrates appropriate graphics into live and pre-recorded productions.
3. Operates, monitors, and adjusts microphones, video/audio mixers, control panels and cable TV modulators.
4. Provides Level 1 technical support for issues with audio visual equipment including, but not limited to video cameras, projectors, switchers, control panels, voting system and displays/monitors, and also escalates issues to the appropriate vendor for resolution.
5. Captures and edits video footage using a non-linear editing system or video production suite on a PC or Macintosh platform.
6. Renders the output of projects to a variety of media (tape, DVD, WMV, MPEG, QuickTime, and other digital formats). Dub and copy materials as needed for City Staff and residents.
7. Independently produces special projects under general supervision as needed (such as station IDs, public service announcements, and recording City events).
8. Operates field production equipment for remote shoots; gathers supporting footage for video projects as needed.
9. Provides direction for Audio Visual vendors with service contracts for City equipment for preventative maintenance, repairs, upgrades, and special projects.
10. Setups, maintains, and configures audio visual and related computer equipment in City conference rooms.

**ESSENTIAL DUTIES:**

11. Performs a variety of production and post-production work including basic set design, lighting and microphone set-up.
12. Delivers live webcasts and other live/archived streaming media content to both internal City Departments via the intranet, and to residents via the City website.
13. Maintains electronic program log and broadcast schedule, creates playlist, and automates broadcast content whenever possible.
14. Organizes, updates, and/or modifies the media library including video tapes, DVDs and archiving digital video files on video servers.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- A. Principles and techniques of television and video production, engineering, and equipment.
- B. Current trends and developments of multimedia technologies.
- C. Technology troubleshooting methodology.
- D. Broadcast industry best practices and standards.
- E. Generalized computer hardware including desktop computers, laptop computers, printers/scanners, and computer software including operating systems and office productivity.
- F. Specialized computer hardware including video production workstations, video servers and streaming media servers, and software including video capture, encoding, editing, and audio visual file formats.

**Ability to:**

- G. Prioritize and manage a wide variety of audio visual projects and tasks.
- H. Operate and maintain audio visual equipment.
- I. Work independently.
- J. Meet established deadlines.
- K. Work effectively under pressure.
- L. Communicate effectively in writing and orally.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS - continued**

- M. Write basic scripts and production notes in support of video projects as needed.
- N. Establish and maintain effective working relationships with other employees, City Council, members of City Boards and Commissions, and other clients and community members as required.
- O. Provide excellent customer service.
- P. Adapt, learn, update, and apply new audio visual technology skills in a continuously changing technical work environment.
- Q. Perform related duties as required.

**EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Two years of experience as a technician in a television broadcast and video production environment. Webcasting experience and working in a government access channel environment are desirable.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major coursework in a discipline related to Mass Communications/Broadcasting, Video Technology or Digital Media production.

**Licenses and Certificates:**

Maintenance of a valid Class C California Drivers License.

**SPECIAL REQUIREMENTS**

The ability to lift up to 50 lbs, bend, crawl under workspaces, climb a 6 foot ladder, and also sit for extended periods during meeting broadcasts. Employee must work flexible hours, including night meetings. Essential functions and qualifications must be performed with or without reasonable accommodation.

**PROBATIONARY PERIOD: One Year**

641CS09

December 2009

AAP Group: 5

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt